



RESIDENTIAL PERMIT SUBMITTAL REQUIREMENTS

CITY OF ALAMEDA - PLANNING & BUILDING
2263 SANTA CLARA AVENUE, ROOM 190
ALAMEDA, CA 94501
TEL: (510) 747-6800 FAX: (510) 747-6804

The following plans, calculations, reports and specifications shall be included as part of the submittal package when applicable to the project's scope of work. It is the responsibility of the applicant to verify the information required for their specific project.

	<u>NEW CONSTRUCTION</u>	<u>ALTERATIONS / ADDITIONS</u>
DRAWINGS: (8½"x11" Minimum)	6 Sets	4 Sets
• Plot Plan	✓	✓
• Grading Plan	✓	x
• Architectural Plans:		
- Roof Plan	✓	✓
- Floor Plan	✓	✓
- Exterior Elevations	✓	Exterior Changes Only
- Building Cross Sections	✓	
- Architectural Details	✓	
• Structural Plans:		
- Roof Framing Plan	✓	✓
- Floor Framing Plan	✓	✓
- Foundation Plan	✓	✓
- Structural Details	✓	✓
• Electrical Plan	✓	✓
• HVAC Plan	✓	✓
• Plumbing Schematic	✓	✓
CALCULATIONS:	2 Sets	2 Sets
• Structural Calculations	✓	✓
- Structural calculations are not required if it can be shown that the plans comply with the Light Framed Construction requirements of the 2007 California Building Code Section 2308.		
• Pre-manufactured Truss Calculations	✓	✓
• Energy Calculations & Forms (Title-24)	✓	Increase in Conditioned Area
OTHER DOCUMENTS:	2 Sets	2 Sets
• Soils Report	✓	x
• Survey	Structures 3 feet or less from property lines.	x
• Equipment Cut Sheets	✓	✓

General Document Submittal Requirements

GENERAL INFORMATION:

- The author/designer must wet sign all pages of documents.
- Design professional's name, title, registration, address and telephone number.
- Address of property, name and address of the property owner.
- Cover sheet information:
 - Applicable codes and editions. (2007 CBC, CMC, CEC, and CPC)
 - Scope of work and description.
 - Occupancy and type of construction.
 - Gross area by floor(s) and building height.
 - Index of drawings.
- Scale of drawings.
- All drawings (plan sheets) must be of the same size and no smaller than 8½"x11"

PLOT PLAN:

- Surveying. (Required if new structure is 3 feet or less from the property line.)
- Lot dimensions.
- Building footprint (both existing and proposed) with all projections and dimensions to the property lines.
- Vicinity map and North arrow.
- Visible utilities to curb.
- Easement and other structures such as fence, garage, well, shed, pool, HVAC equipment.

GRADING AND DRAINAGE:

- Tops and toes of slopes.
- Pad elevations ground slope drainage scheme.
- Retaining walls and drainage systems. (Structural calculations required for all retaining walls over 4 feet in height measured from the bottom of the footing to the top of the wall.)

ARCHITECTURAL AND STRUCTURAL PLANS:

- Architectural roof and floor plans.
- Foundations, roof and floor framing plans.
- Exterior elevations.
- Structural material specifications.
- Truss configurations and locations.
- Typical cross section in each principal axis.

DETAILS:

- Window & door schedule including safety glazing locations.
- Window & exterior door header, jamb and sill details.
- Flashing including vertical junctures of materials.
- Fireplace and chimney.
- Footings, piers and grade beams.
- Structural sections with connection details at foundation, floor and roof.
- Roof eaves, overhangs, ridges, parapets, rakes and gables.
- Handrails and guardrails with support details.
- Detail of fire resistive assemblies

PRE-MANUFACTURED TRUSS INFORMATION:

- Truss placement plan with truss identification number and manufacturer's name.
- Detail of all truss splices, connections and plate sizes.
- Truss design calculations with single line truss diagrams, vertical and lateral loads, and reference to framing plan.
- Stamped and wet signed by registered professional engineer.

HVAC, PLUMBING AND ELECTRICAL PLANS:

- Location and type of HVAC equipment and plumbing fixtures.
- Plumbing schematic (isometric or one-line) with fixtures and pipe size calculations.
- Outlets, fixtures, switches, smoke detectors, service panels with size and ground, sub-panels, loads.

ENERGY REQUIREMENTS (CHANGE IN CONDITIONED AREA):

- Title-24 energy compliance forms with all required signatures.
- Print of compliance forms on full size drawings.